Purpose

Describe situations in which current clients may have benefits discontinued as a way to manage funding shortages and how to implement necessary steps to discontinue benefits

When Discontinuation of Benefits is Used

Only after exploring all possible alternatives, the State Agency may determine it necessary to discontinue Program benefits to a number of certified clients in the event of severe funding shortages. This action shall affect the least possible number of clients and those clients whose nutritional and health status would be least impaired.

The discontinuation of benefits may be accomplished by:

♦ Disqualifying a group of clients, or
♦ Withholding benefits from a group with the expectation of providing benefits again when funds become available.

Enrolling New Clients

No new clients shall be enrolled during a period when benefits are being discontinued for a group of currently certified clients.

Notice To Local Agencies

The State Agency will provide a minimum 30 days written notice to local agencies of the effective date for discontinuing benefits and for the concurrent moratorium on enrolling new clients.

Notification of Discontinuation of Benefits

Local agencies must provide written notification not less than 15 days prior to the discontinuation of benefits to the affected group of clients. The written notice may be given to clients/guardian during a check pick-up visit or it must be mailed to clients failing to attend that month's clinic or who are on a bimonthly check issuance schedule.

The form to be used for written notification is the "Ineligibility Letter for WIC/CSFP." See Volume I Section E.

♦ Mark the reason box next to "Other" and write on the line provided, "Insufficient Funds to serve (affected category)."

The form is then to be signed and processed as outlined in Volume I, Section E.